

Most Immediate

**No.08/11/2011-CSI(T)
Government of India
Ministry of Personnel, Public Grievances & Pensions
Department of Personnel & Training
New Delhi**

Dated the 16th September, 2011

OFFICE MEMORANDUM

**Subject : Backlog Training Programme for U.D.Cs/Assistants at ISTM
for the period 10/10/2011 to 21/10/2011.**

The undersigned is directed to inform that UDCs upgraded to the post of Assistant, whose names are given in **Annexure I**, have been nominated for the above mentioned Backlog Training Programme. This training is being conducted by ISTM w.e.f. **10/10/2011 to 21/10/2011**. It is requested that these officials may be relieved of their duties, subject to vigilance clearance and advised to report to Shri Ranjan Kumar, Deputy Director(Co-ordinator) ISTM, Administrative Block, JNU Campus (Old), New Delhi-110067 at **9 A.M. on 10th October, 2011**.

2. **The performance of the officials in the training will be evaluated and the reports thereof be added in their APARs.** No request for withdrawal of nomination either from the Ministry/ Department or the officer concerned shall be entertained by this Department or the Institute. As the training of the officials and successful completion is necessary for regularization/promotion, the Cadre Units are requested to ensure that the officials nominated to the above programme are relieved in time.

3. As the aforesaid training includes study tour, officers nominated above may be advised to draw necessary TA/DA advance of Rs. 12,000/- each from their respective Ministry/Department. This amount may be released in **Cash** only.

4. Confirmation with regard to the participation of the officials along with their respective bio-data (**Annexure-II**) may please be sent by **26th September 2011** to **Shri Ranjan Kumar**, Deputy Director (Co-ordinator), ISTM, New Delhi, with a copy to the undersigned. Shri Ranjan Kumar, Dy. Director(Co-ordinator) ISTM is accessible on phone No. 26175590 (O).



(**Vidyadhar Jha**)

Under Secretary to Government of India
Tele. : 24624046

To

**Min/Dept.of
Joint Secretary(Estt./Admn.)
New Delhi.**

Copy forwarded to :-

1. Officers concerned.
2. ISTM, (Sh. K. Govindarajulu- Dy. Director(Coord), Administrative Block, Old JNU Campus, New Delhi-110067, w.r.t. their letter No. A-33090/01/2005-ISTM(Coord) dated 17th June, 2011.
3. ISTM, (Shri Ranjan Kumar, Dy. Director) Administrative Block, Old JNU Campus, New Delhi-110067. It is requested that a list of officers who report for training on **10th October, 2011** may please be furnished to this Department next day positively.
4. Training Division, Deptt. of Personnel & Training, JNU Campus, New Delhi for information.
5. CSII(B) Section, DOP&T, LN Bhawan, New Delhi
6. Guard File.
7. Web site of this Department (www.persmin.nic.in<CS Division<CSS<Training Circulars<U.D.C.)



(**Vidyadhar Jha**)

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**Training Programme for UDCs upgraded as Assistants to be held at ISTM
(10/10/2011 to 24/10/2011)**

Sl. No.	NAME OF THE OFFICER Sh./Smt./Ms.	DATE OF BIRTH	CADRE WHERE WORKING Ministry/Department
1.	Harpreet Kaur Katiyal	04/12/1964	Health & FW
2.	Satya Vijay Shankar	06/17/1966	Commerce
3.	S.D. Vardhini	06/01/1968	Commerce
4.	Sarla Devi Bhutani	06/01/1954	Commerce
5.	Vani S. Kumar	05/31/1967	Commerce
6.	Kaushalya Bhatia	03/20/1960	Labour & Employment
7.	Pradeep Kumar Kandwal	05/13/1963	Education
8.	Sunita Saini	08/23/1962	Education
9.	Nand Kishore	11/21/1964	Education
10.	Preeti Arora	02/23/1970	Steel
11.	Uma Rani Sharma	08/25/1958	Supply
12.	Pradeep Kumar Karn	03/31/1958	Supply
13.	Dhananjay Bansal	10/02/1965	Supply
14.	Reji Paul Thomas	05/15/1968	Supply
15.	Shashi Goyal	11/14/1964	Health & FW
16.	Nathu Ram	07/30/1953	Health & FW
17.	Mary Thomas	03/14/1969	Health & FW
18.	Sunil Kumar	06/10/1967	I&B
19.	Narendra Singh	09/03/1959	I&B
20.	Jai Singh	11/08/1962	I&B
21.	Harish Kumar Roy	11/11/1965	Doordarshan(PB)
22.	Ganga Prasad	01/07/1953	Labour & Employment
23.	Shanti Sharma	03/15/1958	Labour & Employment
24.	Harbhajan Singh	01/27/1958	Labour & Employment
25.	Shailaja Nanda	12/08/1965	Labour & Employment
26.	Sarita Dogra	05/13/1963	All India Radio(PB)
27.	Surinder Singh	08/10/1966	All India Radio(PB)
28.	Chetan Das	01/05/1971	Doordarshan(PB)
29.	Roshan Lal Thakur	11/07/1955	Expenditure
30.	B.S. Gautam	08/10/1953	Expenditure
31.	Ajay Kumar Gupta	05/01/1966	Expenditure
32.	N.Poorna Push Kala	10/23/1968	Expenditure
33.	Sangita Jain	11/29/1965	Home Affairs
34.	Anita Garg	12/20/1966	Economic Affairs
35.	Roop Lal Sharma	10/30/1957	Economic Affairs
36.	Anita Bisht	04/05/1970	Economic Affairs
37.	Premjit Singh	03/15/1962	Commerce
38.	Dharambir	70/20/1964	Commerce
39.	Sumit Verma	06/22/1968	Commerce
40.	Raj Kumar	06/28/1959	Commerce

CURRICULAM VITAE

1.	Name of the Officer Nominated	_____
2.	Date of Birth	_____
3.	Designation & Scale of Pay	_____
4.	Office in which employed	_____ _____ _____ _____
5.	Academic Qualification	_____ _____
6.	Date of joining as UDC Select List year	_____ _____
7.	Whether the nominee is a member of SC/ST. If yes, please specify	Yes/No SC/ST
8.	Previous Training undergone	
	(i) ISTM	_____
	(ii) Other Training Instt.	_____
9.	(i) Office Address	_____
	Ministry/Department	_____
	Name of Building & Room No.	_____
	Place of Office, Tele. No.	_____
	(ii) Residential Address	_____
	with Tele. No,	_____
	e-mail, if any.	_____